



City of Leavenworth
 100 N. 5th Street, Leavenworth, KS 66048
 913-682-9201 Fax: 913-651-7143

**Event Application for
 Street Use/Closings and/or Parking Lot Use/ Closings for
 Parades, Walks/Runs/Bike Races or Other Event**

Application Date: _____

Application Fee: \$25.00
 (non-refundable)

The undersigned hereby makes application under the provisions of the Code of Ordinances to operate a (select one):

Parade **Walk/ Race/Run** **Bike Race** **Other:** _____

Please follow the procedures in order to obtain the permit:

1. Any group, organization or individual who intends to use the public highways as defined in the Standard Traffic Ordinance. The entire width between the boundary lines of every way publicly maintained when any part thereof is open to use of the public for purposes of vehicular travel; for a parade, walk, run, bike race or other event shall obtain a permit prior to the event.
2. All applications for street use shall be accompanied by a Certificate of Insurance listing the City of Leavenworth as a co-insured in the amount of \$500,000 for liability insurance coverage for property damage, personal injury or death. No application will be considered unless accompanied by said Certificate of Insurance.
3. Applications shall be filed with the City Clerk eight (8) weeks prior to the time of the event.
4. If holding a parade, the applicant shall be responsible to see that there will be **NO CANDY, GUM OR OTHER ITEMS THROWN, TOSSED OR OTHERWISE DISTRIBUTED** from the vehicles in a parade.
5. **ROUTE:** The event route must be shown on an attached page. **FORMING AREA:** Is defined as the area where the event participants gather prior to the start of the event (parade, walk, run, bike race or other event). Forming areas will be adjacent to parade routes as approved by the Police Chief.

Event Name: _____ Purpose of Event: _____

Date of Event: _____ Time of Event: _____ Duration of Event (hours, length of time): _____

Event Route/Designated Route: _____

(Example: Parade route: Beginning at 4th & Cherokee Street, east on Cherokee to Esplanade, north on Esplanade to Delaware, west on Delaware to 7th Street, south on 7th to Cherokee, east on Cherokee, disbands at 5th Street.)

Estimated Number of People, Vehicles and/or Bikes Participating in the Event: _____

Identify all Organizations or Individuals Sponsoring or in Charge of the Event: _____

Person Responsible (*that no candy, gum or other items thrown, tossed or otherwise distributed from the vehicles*): _____

LIABILITY INSURANCE INFORMATION:

The applicant shall file and deposit with the City Clerk a certification of insurance authorized to do business in the State of Kansas issued by:

Name of Insurance Company: _____ Policy No. _____

Certificate shall be of standard form as required by the State of Kansas, and carry a uniform endorsement providing for the actual notice to the City of any changes thereof. The insurance certificate cannot be canceled without giving ten (10) days written notice to the city clerk. The certificate shall be retained by the city clerk.

CONTACT INFORMATION:

Name of Event Applicant: _____ Email Address: _____

Applicant's Address: _____ Daytime Telephone: _____

The above information is true and correct to the best of my knowledge, and I realize that making a false application will automatically void my privilege to this permit I am applying for. Therefore I understand the City Ordinance or Regulations that govern the event for which I am applying.

Applicant Signature _____ Date: _____

FOR OFFICE USE ONLY

Approve Disapprove the issuance of a permit to the above named applicant for the event indicated at the top of this form.

Date: _____ Received by: _____